



Policy: 1330
Procedure: 1330.01
Chapter: Communications
Rule: Intern Program

Effective: 11/01/07
Replaces: 1330.01
Dated: 12/01/94

Purpose:

The Arizona Department of Juvenile Corrections (ADJC) establishes guidelines, expectations, and standards for intern processing, training, and activities.

Rules:

1. **A PROSPECTIVE INTERN** shall:
 - a. Submit an application;
 - b. Submit to and successfully pass a Background and Fingerprint Clearance check in accordance with Procedure 1160.03 [Background Investigation and Clearance](#);
 - c. Submit to and successfully pass drug testing in accordance with the Procedure 2010.01 [Employee Substance Abuse Testing](#).
 - i. **PROSPECTIVE INTERNS** who tested positive and were denied access may apply/reapply after 12 months;
 - ii. **PROSPECTIVE INTERNS** who fail to report for the drug test within the mandatory 48 hour period and have an acceptable reason for not reporting shall contact the Drug Free Workplace Administrator or designee within 72 hours for review and rescheduling;
 - d. Complete mandatory training.
2. **DRUG-FREE WORKPLACE ADMINISTRATOR** shall notify the Intern Administrator and the Background investigator of any prospective interns whose nomination has been withdrawn.
3. **NO ONE** shall admit an intern or prospective intern to a secure facility without prior approval of the Intern Administrator or designee.
4. **INTERNS** shall:
 - a. Meet documentation requirements of the ADJC intern program and their school program;
 - b. Follow all ADJC's policies and procedures;
 - c. Confine their relationships with ADJC juveniles to those activities that are officially sanctioned as an integral part of their duties. Unauthorized contact with the juveniles or their families is prohibited.
5. The **INTERN ADMINISTRATOR** shall:
 - a. Provide recruitment of interns from accredited schools for placement within ADJC facilities and programs;
 - b. Shall plan and coordinate with ADJC Staff Development to conduct orientation and training programs for ADJC interns;
 - c. Ensure each prospective intern is interviewed and advised of the following regulations:
 - i. ADJC reserves the right to accept or refuse their intern services
 - ii. The submission of false information on the intern application form is sufficient grounds for immediate disqualification;
 - iii. ADJC reserves the right to dismiss for cause without explanation.
 - (1) Any intern who is terminated will receive a notification letter citing the effective date of dismissal.
 - d. Place interns in appropriate positions according to their school's program guidelines and ADJC policies and procedures with the approval of the Intern Administrator, Clinical Services Administrator, Facility Superintendent, and/or Parole Supervisor;

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- e. Provide a supervisor by appropriate degreed professional for supervision, direction and evaluation;
- f. Monitor, review, and revise intern program;
- g. Provide indirect supervision of all interns placed in ADJC facilities and programs;
- h. Act as a liaison with Superintendents, Parole Supervisors, Intern Supervisors and university/college personnel;
- i. Act as a direct supervisor of the intern when called upon to do so.

Signature Date: Approved by Process Owner:

10/17/2007

(Signature with Credentials)

Peggy Eggemeyer, Intern Administrator

(Printed Name of Signatory)

Effective Date: Director's Initials

11/1/2007
